

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor and City Council.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense.

Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget.

Establishes policy concerning what information should be include in all records of the department. Writes proposals for new legislation or for changes in legislation, regulations, or ordinances pertaining to the operation of the fire or emergency medical services; writes requests for grants or other special funds to aid in the operation of the fire department.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and federal, state, and local agencies. Attends any required meetings to give reports, offer advice, make recommendations, give speeches, and to keep informed on local trends that may affect the fire service. Acts as a department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Develops a public education program to meet identified

community needs. Writes speeches and structures demonstrations
on

fire prevention or related topics to be given to schools, clubs, or civic groups.

Supervises all employees assigned to the fire department. Outlines responsibilities and duties, reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems; handles employee complaints and grievances; and maintains discipline among employees.

Analyzes training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members and provides for outside instruction to meet any training needs not available in the department training program. Serves as an instructor for formal classroom training provided as a part of the department's training program. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects equipment or property after they have been repaired to see that repairs were properly accomplished. Provides for and maintains a communications system for the department. Maintains an inventory of supplies and equipment for the department. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Establishes, implements and maintains effective fireground communications procedures.

Directs a program of fire inspections developed in accordance with all applicable federal, state, and local laws and regulations, and oversees and reviews the work of subordinate personnel engaged in fire inspections. Directs a program of pre-fire planning in order to provide the community the most efficient services possible. Develops a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson, and reviews the work of subordinate personnel engaged in these investigations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service

positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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